

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

DEPUTY SUPERINTENDENT

DEFINITION

Performs advanced level administrative and supervisory work directing/coordinating security, treatment, personnel and administrative support activities in a state correctional institution operated by the Department of Corrections and/or institution operated by the Iowa Department of Human Services; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Assumes administrative/supervisory responsibility for the institution in the absence of the institutional warden or superintendent.

Acts as the institutional liaison with legal, educational, law enforcement, healthcare and other agencies and represents the institution at professional and departmental meetings and conferences.

Meets/confers with institutional, divisional, and departmental treatment, medical, security and other staff concerning program and treatment development and delivery, and potential security problem issues, and other operational issues.

Assures that client/prisoner rights are protected.

Analyzes data on personnel, residents, programs, facilities and draws conclusions/makes change recommendations; develops and revises institution programs, policies and procedures.

Participates in the planning, preparation and review of the institutional budget.

Participates as a member of various committees such as safety committee, or an institutional adjustment committee that reviews/renders decisions regarding inmate disciplinary appeals.

Investigates, reviews, and recommends resolution of employee complaints and grievances.

COMPETENCIES REQUIRED

Knowledge of the requirements of behavioral, mental health, rehabilitation, and other treatment and rehabilitation programs in an institution.

Knowledge of the principles of supervision.

Knowledge of rehabilitation principles and current literature in the treatment area as it applies to an institutional setting.

Knowledge of individual and group behavior, habits, and attitudes.

Knowledge of the principles of public budgeting.

Knowledge of the principles of public administration.

Ability to plan, organize, control, and effectively supervise the work of subordinates.

Ability to relate and integrate the professional aspects of the treatment function with those of security and other disciplines.

Ability to plan, direct, and coordinate the activities for units involved in the total institutional treatment program.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university and experience equal to five years of full-time work in the management of a correctional, mental health, intellectual disability or juvenile correctional or training facility;

OR

five-years' experience as a Correctional Treatment Director, Correctional Treatment Manager, Correctional Security Director, Correctional Security Manager, Treatment Services Director or other equivalent position in the Department of Corrections;

OR

five-years experience as an Assistant Superintendent, Treatment Services Director, Treatment Manager or other equivalent position in the Department of Human Services.

SPECIAL REQUIREMENTS

May require satisfactory completion of the following:

- psychological tests
- a background investigation check
- health screen administered by an institutional physician
- a urinalysis screen for drugs

Effective Date: 11/12 BR